

### **13. BASIC FUNCTION OF POSITION:**

Provides security for U.S. Government (USG) facilities, employees and family members by performing procedures to detect, recognize and report actions directed against USG facilities and/or personnel and provides support directly or by calling for assistance. This position is required to work scheduled shifts, including weekends and holidays.

### **14. MAJOR DUTIES & RESPONSIBILITIES:**

Conduct security functions within the parameters of the post security plan, as directed by the Regional Security Officer (RSO).

Identifies suspicious activity and develops information in order to make a preliminary analysis of its significance.

Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. Is required to perform data entry into software applications.

Initiates emergency responses to possible hostile actions as necessary to protect life and property.

Provides other security services as assigned.

Uses Security Equipment and conducts inventories on a scheduled basis as directed by the RSO or his/her designee.

Carries out other duties as required.

### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:** Completion of secondary school is required.
- b. Prior Work Experience:** One to two years of security or related experience, such as previous military or police experience in a position that involved observation skills and techniques is desirable.
- c. Post Entry Training:** Upon entry into position, incumbent must successfully complete 40 hours of intensive formal training. Upon successful completion of six monthly follow-up assessments the incumbent will be considered fully trained. Additional on the job training will be provided to intermediate and advanced levels in subsequent months and annually.
- d. Language Proficiency:** Level 4 (Fluent) English is required.
- e. Knowledge:** Must be familiar with procedures for conducting security functions.

- f. Skills & Abilities:** A valid full New Zealand driver's license is required. Sound keyboard/typing and computer skills are required. Must be skilled in the use of security and/or technical equipment, such as digital cameras, binoculars etc. Must have strong organizational and observation skills. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must maintain a reasonable level of physical fitness. This position includes some physical elements.

## **16. POSITION ELEMENTS:**

- a. Supervision Received:** Works under the general supervision of the RSO, or his/her designee. Incumbent is expected to perform assigned responsibilities independently or as part of a team.
- b. Supervision Exercised:** None
- c. Available Guidelines:** Security procedures and guidelines provided in post operational plans and orders, and guidance by the RSO or his/her designee.
- d. Exercise of Judgment:** Within the confines of written security team procedures, may be required to make decisions to resolve situations.
- e. Authority to make Commitments:** None
- f. Nature, Level & Purpose of Contacts:** Host country law enforcement officials and members of the security section to exchange information; advise of problems and concerns and to assist in areas of mutual interest as directed by the RSO or his/her designee.
- g. Time Required to Perform Full Range of Duties:** One (1) year